



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Weapon Policies and Procedures

Last Updated February 29,
2012

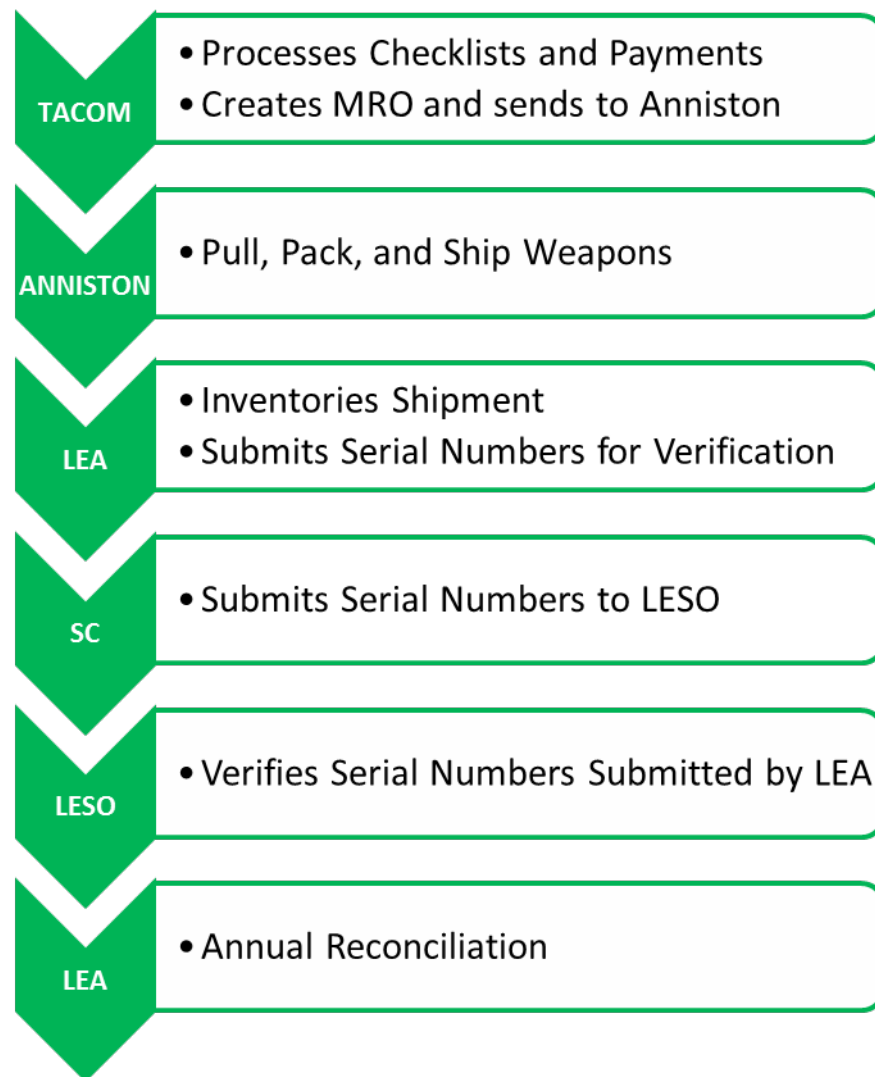
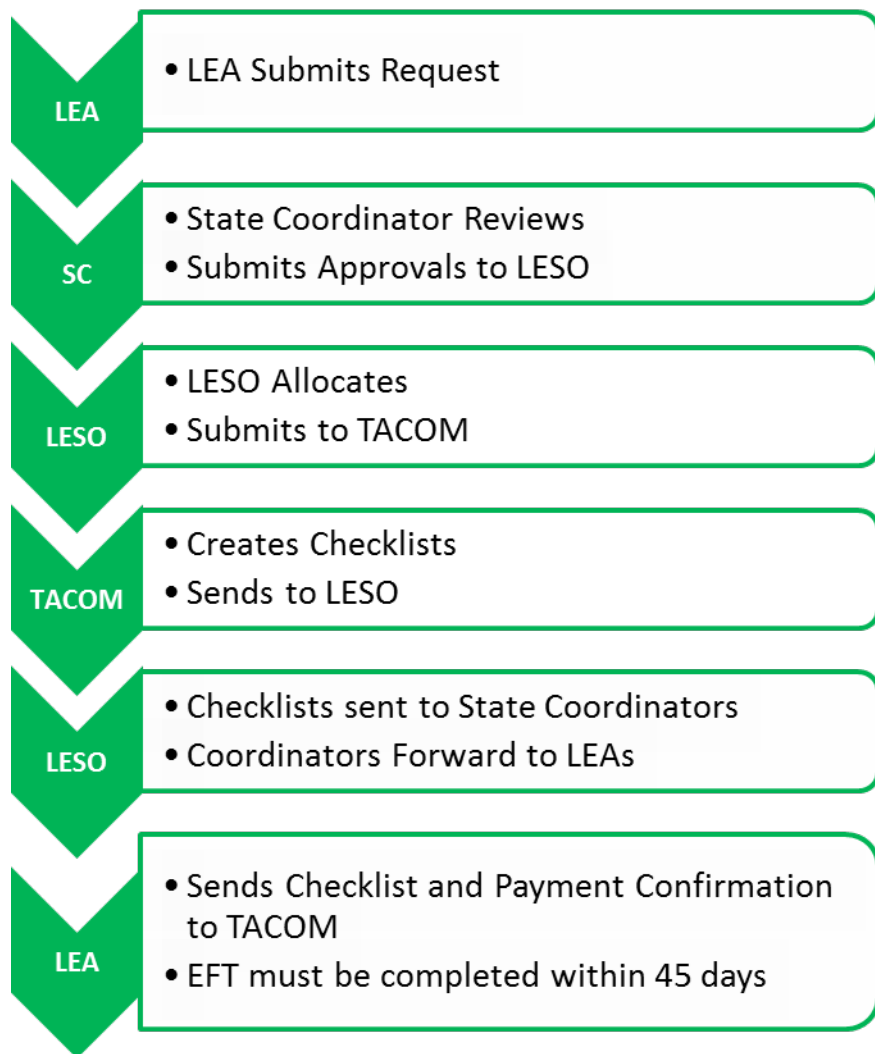


Process to Request Weapons

- Currently Takes 45 to 60 Days
- Three Different Agencies Involved in the Process
 - U.S. Army Tank-Automotive and Armaments Command (TACOM)
 - DLA Distribution Center – Anniston
 - DLA Disposition Services LESO



Current Weapons Process





Weapon Templates

- All Weapon Templates can be found online
 - LESO Webpage
 - <https://www.dispositionservices.dla.mil/rtd03/leso/index.shtml>
 - Click on the “Forms” Tab
 - Templates must be filled out completely
 - State and Local LEAs must submit the completed templates to their State Coordinator for approval
 - State Coordinator will submit to the LESO for action
 - Federal and Tribal LEAs submit completed templates directly to LESO
 - Use of New Templates is required as of January 1st, 2011



Weapons Request

- One Page
- Instruction Page can be found on LESO Weapons Page
- Each statement must be initialed off by the Chief Executive Official

LEA USE		LESO USE ONLY				
TYPE OF WEAPON	QUANTITY REQUESTED	PREVIOUSLY ISSUED QTY	LIST NUMBER	FULL TIME	PART TIME	QUANTITY APPROVED

JUSTIFICATION:

The Chief Executive Official or Head of Agency (Local Field Office) read and agrees to the following (INITIALS REQUIRED):

- _____ Not Applicable for Federal Agencies: Read and understands the terms and conditions applicable to weapon transfers as detailed in the Memorandum of Agreement between the Defense Logistics Agency and the Governor appointed State Coordinator and the State Plan of Action. (Contact applicable State Coordinator for copy of agreement)
- _____ Ability to maintain, operate, finance, and properly secure the requested weapons.
- _____ Familiarity with the Bureau of Alcohol, Tobacco, and Firearms (ATF) regulations governing the registration of the requested weapons. (ATF 10)
- _____ Agency is not authorized to sell, trade, cannibalize for parts, or demilitarize weapons acquired through the 1033 Program

The Chief Executive Official/Head of Agency (Local Field Office) and the State Coordinator, by signing, certifies that all information contained above is valid and accurate.

CHIEF EXECUTIVE OFFICIAL:
HEAD OF LOCAL AGENCY

PRINTED NAME

SIGNATURE

STATE COORDINATOR:
(NOT REQUIRED FOR FEDERAL)

PRINTED NAME

SIGNATURE

DATE: _____

DATE: _____



Serial Number Verification

- One Page
- Instruction Page can be found on LESO Weapons Page
- Chief Executive Official and State Coordinator Signatures are Required
- Digital Signature Capability

**LAW ENFORCEMENT AGENCY (LEA)
SERIAL NUMBER VERIFICATION**

AGENCY ID: _____

AGENCY: _____

ADDRESS (No P.O. Box): _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL: _____

PHONE: _____ FAX: _____

LEA USE		LESO USE ONLY	
TYPE OF WEAPON	SERIAL NUMBER	REQUISITION NUMBER	VERIFIED

FOR LARGE QUANTITY VERIFICATIONS, A SPREADSHEET CONTAINING THE TYPE OF WEAPON AND SERIAL NUMBERS MAY BE CREATED AND SUBMITTED IN ADDITION TO THIS VERIFICATION TEMPLATE.

Upon receipt of the weapons:

- An inventory of the weapons received must be completed.
- Serial numbers must be submitted for verification NLT two weeks after receipt of the weapons.
- State and Local Agencies must submit the serial numbers to their State Coordinators.
- State Coordinators must submit the serial numbers to LESO.
- The LEA listed above is required to register all M-16 and M-14 Rifles with the Bureau of Alcohol, Tobacco, and Firearms using the ATF Form 10.
 - Note: It is no longer requirement to send the ATF Form 10 to LESO, however LEAs and State Coordinators should retain a copy for their records.

The Chief Executive Official/Head of Agency (Local Field Office) and the State Coordinator, by signing, certify that all information contained above is valid and accurate.

**CHIEF EXECUTIVE OFFICIAL/
HEAD OF LOCAL AGENCY**

DATE: _____

PRINTED NAME _____

SIGNATURE _____

**STATE COORDINATOR:
(NOT REQUIRED FOR FEDERAL)**

DATE: _____

PRINTED NAME _____

SIGNATURE _____



Weapons Turn-in

- One Page
- Instruction Page can be found on LESO Weapons Page
- Chief Executive Official and State Coordinator Signatures are Required
- Digital Signature Capability

**LAW ENFORCEMENT AGENCY (LEA)
WEAPON TURN-IN**

RETURNING AGENCY ID: _____

RETURNING AGENCY: _____

ADDRESS (No P.O. Box): _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL: _____

PHONE: _____ FAX: _____

LEA USE		LESO USE ONLY
TYPE OF WEAPON	SERIAL NUMBER	REQUISITION NUMBER

FOR LARGE QUANTITY TURN-INS, A SPREADSHEET CONTAINING THE SERIAL NUMBERS MAY BE CREATED AND SUBMITTED IN ADDITION TO THE WEAPON TURN-IN.

REASON FOR RETURN:

The Chief Executive Official and the State Coordinator, by signing, certifies that all information contained above is valid and accurate.

CHIEF EXECUTIVE OFFICIAL: PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

STATE COORDINATOR: PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

LESO USE ONLY

LESO OFFICIAL: PRINTED NAME: _____ DATE: _____

SIGNATURE: _____



Weapons Transfer - Step One

**LAW ENFORCEMENT AGENCY (LEA)
WEAPON TRANSFER REQUEST
STEP ONE**

TRANSFERRING AGENCY ID: _____ DATE: _____
TRANSFERRING AGENCY: _____
ADDRESS (No P.O. Box): _____
CITY: _____ STATE: _____
ZIP: _____ EMAIL: _____
PHONE: _____ FAX: _____

RECEIVING AGENCY ID: _____ DATE: _____
RECEIVING AGENCY: _____
ADDRESS (No P.O. Box): _____
CITY: _____ STATE: _____
ZIP: _____ EMAIL: _____
PHONE: _____ FAX: _____

LEA USE		LESO USE ONLY				
TYPE OF WEAPON	QUANTITY REQUESTED	PREVIOUSLY ISSUED QTY	LIST NUMBER	FULL TIME	PART TIME	QUANTITY APPROVED

SERIAL NUMBERS ARE NOT REQUIRED FOR THE INITIAL TRANSFER APPROVAL INITIAL TRANSFER APPROVAL

All weapon requests must be approved by both the State Coordinator and the Law Enforcement Support Office (LESO) prior to the physical movement of the weapons. Weapons will remain on the Transferring Agency's inventory until the Transfer Certification is received. INITIAL TRANSFER APPROVAL VOID AFTER 30 DAYS IF TRANSFER CERTIFICATION IS NOT RECEIVED.

STATE COORDINATOR: _____ DATE: _____
PRINTED NAME
SIGNATURE

LESO OFFICIAL: _____ DATE: _____
PRINTED NAME
SIGNATURE

REASON FOR DISAPPROVAL: _____

- Two Step Process
- Instruction Page can be found on LESO Weapons Page
- Serial Numbers Not Required for Initial Transfer Request
- State Coordinator Signature Required for Initial Approval
 - Chief Executive Officials Sign when physical transfer of weapons is complete
- Digital Signature Capability



Weapons Transfer Process

- Step One
 - LEAs will submit initial transfer request to the appropriate State Coordinator for approval
 - State Coordinator will submit to LESO for inventory verification. This ensures the Receiving LEA does not go over the allocation limit
 - Once the initial request has been approved, the Transferring and Receiving Agencies will coordinate the physical movement of the weapons
 - Serial Numbers are not needed for the initial transfer request – only the type of weapon and quantity being transferred are required



Weapons Transfer - Step Two

**LAW ENFORCEMENT AGENCY (LEA)
TRANSFER CERTIFICATION
STEP TWO**

TO BE COMPLETED ONCE PHYSICAL TRANSFER OF WEAPONS HAS OCCURED

The Chief Executive Officials/Heads of Agency (Local Field Office) certify that the following weapons were transferred from

TRANSFERRING AGENCY ID: _____

TRANSFERRING AGENCY: _____

ADDRESS (No P.O. Box): _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL: _____

PHONE: _____ FAX: _____

RECEIVING AGENCY ID: _____

RECEIVING AGENCY: _____

ADDRESS (No P.O. Box): _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL: _____

PHONE: _____ FAX: _____

TYPE OF WEAPON	SERIAL NUMBER

FOR LARGE QUANTITY TRANSFERS, A SPREADSHEET CONTAINING THE SERIAL NUMBERS MAY BE CREATED AND ATTACHED TO THIS FORM.

The Chief Executive Official of the receiving agency has read and agrees to the following (INITIALS REQUIRED):

- _____ Not Applicable for Federal Agencies: Read and understands the terms and conditions applicable to weapon transfers as detailed in the Memorandum of Agreement between the Defense Logistics Agency and the Governor appointed State Coordinator and the State Plan of Action. (Contact applicable State Coordinator for copy of agreement)
- _____ Ability to maintain, operate, finance, and properly secure the requested weapons.
- _____ Familiarity with the Bureau of Alcohol, Tobacco, and Firearms (ATF) regulations governing the registration of the requested weapons. (ATF 5)
- _____ Agency is not authorized to sell, trade, cannibalize for parts, or demilitarize weapons acquired through the 1033 Program

The Chief Executive Officials/Heads of Agency (Local Field Office), by signing, certify that all information contained above is valid and accurate.

STATE & LOCAL AGENCIES

CHIEF EXECUTIVE OFFICIAL: _____ **DATE:** _____
(Transferring Agency) PRINTED NAME

SIGNATURE

CHIEF EXECUTIVE OFFICIAL: _____ **DATE:** _____
(Receiving Agency) PRINTED NAME

SIGNATURE

LESO USE ONLY

COMPLETION DATE: _____

LESO OFFICIAL: _____
PRINTED NAME

SIGNATURE



Weapons Transfer Process

- Step Two
 - The serial numbers that were transferred are submitted
 - Chief Executive Officials Sign Transfer Certification once the physical transfer of the weapons is complete
 - The weapons will remain on the Transferring Agency's inventory until the completed Transfer Certification is received by LESO
 - If the Transfer Certification is not received within 30 days of the initial approval, the transfer becomes void and will be cancelled
 - Extensions will be granted on a case by case basis



Tribal Agencies

- Tribal Agencies are able to receive weapons through the 1033 Program
 - Agency must provide documentation that one officer has been deputized by the Bureau of Indian Affairs (BIA)
 - Once deputized, they are considered Federal Law Enforcement Officers and are issued a Special Law Enforcement Commission



ATF Forms 5 and 10

- ATF Form 10 (Registration Form)
 - All State and Federal Agencies are required to register M-16 and M-14 rifles with the Bureau of Alcohol, Tobacco, and Firearms (BATF)
- ATF Form 5 (Transfer From)
 - State and Federal Agencies transferring M-14 and M-16 Rifles, and M-79 Grenade Launchers to a new LEA are required to submit an ATF Form 5 to the BATF.
- Forms are required to be sent to the BATF
- It is the responsibility of the LEA to register weapons
- LEAs and State Coordinators must retain a copy for their records.
- **DO NOT SEND COPIES OF THE FORMS TO LESO**
 - Only the Serial Number Verification or Step Two is



Missing, Lost, and Stolen Weapons

- Chief Executive Official
 - Must report missing weapon to the State Coordinator's Office immediately by email or fax
 - Must ensure that every attempt is made to locate and recover the missing weapon within 72 hours of the initial report
 - If the weapon is not recovered, the agency will be suspended pending review
 - If the weapon is not recovered, the Chief Executive Official must report the missing weapon to all appropriate state and federal agencies (State Police, NCIC, BATF, etc.)
 - Must submit an Official Report detailing the events leading to the loss or theft of the weapon and the actions taken to locate and recover it
 - Must be on agency letterhead and signed by the Chief Executive Official
 - Must include results of internal investigation, a copy of the official police report, any digital photos taken, and verification that the missing weapon was entered into or reported to the appropriate agencies



Missing, Lost, and Stolen Weapons

- State Coordinator's Office
 - Must report the missing weapon to LESO within 24 hours of it being reported by the LEA
 - Must report if the weapon was not recovered within the 72 hours of the initial report
 - Must submit the LEA's Official Report detailing the events leading to the loss or theft of the weapon and the actions taken to locate and recover it
 - Must be on agency letterhead and signed by the Chief Executive Official
 - Must include results of internal investigation, a copy of the official police report, any digital photos taken, and verification that the missing weapon was entered into or reported to the appropriate agencies
 - Must be submitted to the State Coordinator's Office within 30 Days
 - Must include an endorsement signed by the Governor Appointed State Coordinator
 - Signature by the State Point(s) of Contact will not be accepted



Missing, Lost, and Stolen Weapons

- LESO
 - Must follow up with the State Coordinator after 72 hours of the initial report
 - Must report the missing weapon to TACOM if it is not recovered
 - TACOM will report the weapon missing in the DOD Small Arms Serialization Program (SASP) Database
 - Must make a determination within 30 Days of receiving the Official Report and the supporting documentation
 - Will determine action and length of LEA's suspension on a case-by-case basis
 - Will forward to the DLA Accountability Office Investigative Division for action
 - Will archive the serial numbers of the weapons that have been lost or stolen
 - Serial Numbers will remain searchable, but will not appear on the LEA's active inventory



Title 26, U.S.C. Section 5861(d) & (e)

- Machine Guns, Destructive Devices, and Other Firearms
 - It shall be unlawful for any person –
 - (d) to receive or possess a firearm which is not registered to him in the National Firearms Registration and Transfer Record; or
 - (e) to transfer a firearm in violation of the provisions of this chapter
- 10 year felony to possess these weapons without a license or to transfer them to an unlicensed person



Demilitarization and Destruction of Weapons

- LEAs are not authorized to Demilitarize or Destroy any weapons allocated through the 1033 or 1208 Programs
 - Non-Functioning and Damaged Weapons must be returned to the Anniston Depot
 - To Return Weapons the LEA must complete a Weapon Turn-in Request and forward to the State Coordinator for action
 - Serviceable Weapons Should be Transferred to another LEA
 - If an LEA cannot be found within your state, contact LESO we will find an LEA in another state



Weapons Allocation Limits

- Allocation limits changed as of June 2010:
- M-16 Rifles
 - Current allocation limit – 100%
- M-14 Rifles
 - Current Allocation Limit – 50%
- M1911 .45 Caliber Pistols
 - Current Allocation Limit – 100%
- Military Series Shotguns and M-79 Grenade Launchers (Available Through LEA to LEA Transfer only)
 - Current Allocation Limit – 10%
- Allocation Limits are based on the number of full-time and part-time sworn compensated officers.
 - NOTE: Reserve Officers do not count toward allocation limits

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